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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3435.1A**Effective Date: March 11,
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Subject: NASA Performance Management Plan for the Senior Executive Service w/Change 1 (3/29/04)

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Chapter 1. Definitions

1.1 Appraisal period The 1-year period from July 1 through June 30 for which a senior executive's performance will be appraised and rated.

1.2 Balanced Measures An approach to performance measurement that balances organizational results with the perspectives of distinct groups, including customers and employees.

1.3 Critical Elements Key components of an executive's work that contribute to organizational goals and results and are so important that unsatisfactory performance of an element would make the executive's overall job performance unsatisfactory.

1.3.1 Reserved

1.3.2 Reserved

1.4 Executive Position Managers (EPM's) Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors.

1.5 Institutional Program Officers (IPO's) Enterprise Associate Administrators with the dominant activity at a NASA Center.

1.6 Minimum Appraisal Period The minimum amount of time that an executive must be under a performance plan before a rating may be assigned In NASA, this period is 120 days.

1.7 Performance The accomplishment of the work described in the senior executive's performance plan.

1.8 Performance Appraisal The review and evaluation of a senior executive's performance against performance elements and requirements.

1.9 Performance Management System The NASA policies and practices established to plan, record, monitor, evaluate, and reward both individual and organizational performance and from which resulting performance information is used to make personnel decisions.

1.10 Performance Plan The written summary of work the senior executive is expected to accomplish during the appraisal period and the requirements against which performance is evaluated. The plan addresses all critical elements established for the senior executive.

1.11 Performance Requirement A written statement of the performance expected for a Critical Element.

1.12 Performance Review Board (PRB) A board required by law to make recommendations to the Administrator on the performance of senior executives The Senior Executive Committee (SEC) serves as the PRB for Associate Administrators, Center Directors, executives assigned to the Office of the Administrator, and members of the PRB.

1.13 Progress Review A review of the executive's progress in meeting performance requirements It is not a performance rating.

1.14 Ratings

1.14.1 Element Rating The rating assigned to the MCE and all ACE's in an executive's performance plan.

1.14.2 Summary Ratings

1.14.2.1 Initial Summary Rating The overall rating level the immediate supervisor derives from appraising the senior executive's performance at the end of the appraisal period and forwards to the PRB.

1.14.2.2 Annual Summary Rating The overall rating level that the Administrator assigns at the end of the appraisal period after considering the PRB recommendation. This is the official rating.

1.15 Rating Levels

1.15.1 Element Rating Levels The MCE and each ACE of an executive's Performance Plan are rated at one of five levels:

1.15.1.1 Outstanding Performance exceeds performance requirements to an exceptional degree.

1.15.1.2 Highly Successful Performance exceeds performance requirements to a substantial degree.

1.15.1.3 Fully Successful Performance fully meets performance requirements.

1.15.1.4 Minimally Satisfactory Performance only partially meets performance requirements.

1.15.1.5 Unsatisfactory Performance does not meet performance requirements.

1.15.2 Initial and Annual Summary Rating Levels These ratings are derived from the ratings of an executive's MCE and all ACE's.

1.15.2.1 Outstanding Performance in the total position exceeds performance requirements to an exceptional degree. Normally, when all elements are rated "Outstanding," any deviation must be fully justified in the Narrative Summary of the appraisal and be approved by the PRB.

1.15.2.2 Highly Successful Performance in the total position exceeds performance requirements to a substantial degree. Normally, when the MCE or a majority of all are rated "Highly Successful," and elements are rated below "Fully Successful," any deviation must be fully justified in the Narrative Summary of the appraisal and be approved by the PRB.

1.15.2.3 Fully Successful Performance in the total position fully meets performance requirements. Normally, when the MCE or a majority of all elements are rated below "Fully Successful," any deviation must be fully justified in the Narrative Summary of the appraisal and be approved by the PRB.

1.15.2.4 Minimally Satisfactory Performance in the total position only partially meets performance requirements. Normally, when the MCE or any ACE is rated "Minimally Satisfactory" and no Elements are rated "Minimally Satisfactory," any deviation must be fully justified in the Narrative Summary of the appraisal and be approved by the PRB.

1.15.2.5 Unsatisfactory Performance in the total position does not meet any performance requirements. Normally, when the MCE or any ACE is rated "Unsatisfactory" any deviation must be fully justified in the Narrative Summary of the appraisal and be approved by the PRB.

1.16 Strategic Planning Initiatives Agency strategic plans, Agency annual performance plans, organizational work plans, and other related initiatives.

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